



General Fund

Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Vendor Training for Quantity Based Contracts

Last Updated 1 June 2017



ASA (FM&C)





Vendor Training Topics

- **What is Supplier Self-Service (SUS)..... {Slide # 3}**
- **Vendor System Requirements..... {Slide # 4}**
- **WAWF/SUS Log On Instructions..... {Slide # 5}**
- **SUS Screen Shot Instructions..... {Slide # 14}**
 - Acknowledge Award or Modification
 - Create Advance Shipping Notification (ASN)
 - Create E-Invoice
- **Verify Documents Posted {Slide # 27}**
- **Check Payment Status..... {Slide # 30}**
- **Printing or Saving SUS Documents..... {Slide # 31}**
- **Create Credit Memo to Cancel Invoice..... {Slide # 33}**
- **SUS Support Contact Information..... {Slide # 34}**
- **WAWF Vendor History Folder & Notifications..... {Slide # 35}**

What is Supplier Self-Services (SUS)?

- **SUS is a Vendor Portal**
 - **Maintains WAWF as the single face to industry for DoD invoicing**
 - User ID management and secure provisioning by CAGE remains in WAWF
 - Seamlessly logs vendor into SUS based on assigned Pay Office
 - “One-Stop” interface developed by WAWF
 - Summary data updated in WAWF for a consolidated view for all of DoD
 - **Utilizes standard GFEBS functionality**
 - Improves Army end-to-end visibility and auditability
 - **Defaults GFEBS PO obligation data to the vendor**
 - Pre-populates vendor invoice data with pre-validated GFEBS data
 - Allows for identification of errors early in the process
 - Vendors to validate PO accurately reflects contract terms immediately after award
 - Vendor input restricted to prevent conflict with contract
 - i.e., can input Quantity, but cannot change fields like Unit of Measure or Unit Price
 - Provides vendor integrated visibility of open amount and real-time invoice processing status
 - Prevents delay in acceptance posting in GFEBS
 - Eliminates manual intervention to improve auditability
 - Reduces interest penalties

Vendor System Requirements

- **Internet Access**
- **Must use Internet Explorer** 
 - Under  or Tools, select Compatibility View Settings
 - Add “Army.mil”
 - Close all sessions of Internet Explorer and re-open to re-initialize
- **WAWF user id**
 - Ensure id used is assigned to CAGE code for SUS contract award
 - If you are a new user, please navigate to the following website to establish a new vendor account
 - <https://wawf.eb.mil/> or call 1-866-618-5988
 - Pay Office on contract is assigned HQ0678 for Army GFEBS SUS
 - Will route user from WAWF to GFEBS SUS vendor portal



WAWF/SUS Log On Instructions



WideAreaWorkFlow

e-Business Suite 5.7.3

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WARNING!

Please DO NOT use the browser BACK BUTTON within the Wide Area Workflow eBusiness Suite applications, the use of the browser's BACK BUTTON is not supported within the Wide Area Workflow eBusiness Suite applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Wide Area Workflow eBusiness Suite applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

Accept

1

Steps 1-11 are same for normal WAWF login to complete invoice entry

Log into WAWF as normal by clicking the “Accept” button ①

NOTE: WAWF is the official DoD system point of entry to industry for submitting invoices. WAWF will direct user to SUS in step 12.



WideAreaWorkFlow

e-Business Suite 5.7.3

[Register](#)[Help/Training](#)

Certificate Login

[Certificate Login](#)

User ID Login

User ID

Password

[Login](#)

Forgot your User ID? Forgot your Password?

System Messages

(2015-08-27 00:00:00) System: **All** Subject: WAWF Training **Action Required! Critical! Message For: All Users**
The WAWF training site is now available. Please now use the regular training site <https://wawftraining.eb.mil>

(2015-07-17 00:00:00) System: **All** Subject: CORT Tool **Message For: All Users**
The Army migration to the CORT Tool has been delayed. The PMO will be deactivating the Army structure on 7/17/2015. Army CORT Tool users should delay their registration/request for access until after Oct 1, 2015. In the instance that immediate access is required prior to Oct 1, 2015 please call the WAWF Help Desk at 1 866 618-5988. Your contact information will be provided to the CORT PMO for consideration to approve access under OSD.

(2015-06-08 00:00:00) System: **All** Subject: WAWF eBusiness Suite **Assistance Action Required! Message For: All Users**
For assistance with the WAWF e-Business Suite, refer to 'Government Customer



Enter WAWF user ID and password and click “Login” ②
Management of allowed WAWF users remains with WAWF administrator
If you are a new user and need a User ID and password, see slide #4 for instructions.

Welcome to Wide Area Work Flow e-Business Suite

3



Initiated, Receipt,
Acceptance, and
Invoice Transfer
(Currently WAFS)



Electronic Document
Access

System Messages

Select "iRAPT" ③

iRAPT (formerly WAWF)

UserVendorDocumentationLookupExit

Create DocumentHistory FolderRejected Receiving Reports FolderRejected Invoices FolderCorrection Required FolderDocumentation Required FolderSaved Documents FolderPure Edge Folder

Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)! This application was formerly known as Wide Area Workflow (WAWF). Please start by selecting one of the links from the menu above.

Help

Once in iRAPT, select “Vendor” and “Create Document”

IRAPT (formerly WAWF)

User Vendor Documentation Lookup Exit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
XXXXXXXXXXXX 5	Y 6	DoD Contract (FAR)	XXXXXXXXXXXX1 7	8	N

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYYMMDD	YYYYMMDD	EDA IRAPT

[+] Advanced Search Criteria for IRAPT

NOTE: You must either enter a Contract Number or select one from the search results.

9

Next Reset Help

Vendor CAGE / DUNS number 5 defaults from logon, verify matches award Auto-populated after contract # entered 6, enter contract number 7 and delivery order (if applicable for A or D contracts) 8. Select **Next** 9

IRAPT (formerly WAWF)

User Vendor Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	XXXXXXXXXX		XXX	XXXXXX			HQ0678

* = Required Fields

DoD Contract (FAR)

If CLINs are listed, **do not** double click to go into CLIN details, select “Next”

11

Next Previous Reset Help

Validate Pay Official field = HQ0678 10 ; if not – contact your Contracting Office POC. When "HQ0678", system will direct to GFEBSP2P for SUS invoice entry instead of WAWF. Select “Next”. 11

****NEW SCREEN****

IRAPT (formerly WAWF)

UserVendorDocumentationLookupLogout

Vendor - Create Document

Contract >> Pay DoDAAC

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	XXXXXXXXXX		XXXX	XXXXXX			HQ0678

* = Required Fields

The entered Pay DoDAAC (HQ0678) designates GFEBS2P as the payment system. GFEBS2P is part of the Department of Defense's Procure-to-Pay initiative.

Please click below to enter GFEBS2P to create your document

Open GFEBS2P in new window12

Red Messages above are displayed to identify pilot
NOTE: SUS is a component of the Army Procure-to-Pay (P2P) pilot

NextPreviousResetHelp

Select **“Open GFEBS2P in new window”** 12

You are being re-directed to SUS Application

Standard Mandatory DoD Notice and Consent Banner

Dated/Effective: May 9, 2008

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OMB CONTROL NUMBER: 0702-0126

OMB EXPIRATION DATE: xx/xx/xxxx

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PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to ASA (FM&C), Attn: Mr. Roger A. Pillar, 2521 S.

Clark St., Suite 7159, Arlington, VA 22202.

Press "OK" if you agree. Press "Cancel" if you disagree.



Read notice and select **"OK"** 13 to be directed to SUS



SUS Screen Shot Instructions

3 Steps to Submit Invoice in SUS for Quantity Based

The screenshot shows the SAP Supplier Self-Service interface. The breadcrumb trail is: Home > Find > Find > Log off. The main header shows: First Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order. The sub-header shows: Purchase Order: 450000000. The main content area has a tabbed interface with 'Process' selected. The 'Process' tab has a sub-tab 'Display History' and a 'Create Invoice' button highlighted with a red box. The 'General Information' section shows: Basic Data, Purchase Order ID: 450000000, Number: 1300001190, Name: W37HES16C0324, Date: 08/01/2016, Status: New. The 'Follow-On Documents' section shows: Purchase Order Response, Purchase Order Response: 450000000, and a 'Create Invoice' button highlighted with a red box. The 'Item Overview' section shows a table with columns: Number, CLIN, SLIN, ACRN, Product, Description, Quantity, Purchase Order No., and Purchase Order Item. The table has one row: 10, 0001, AA, AB, Knee Pads, 150 each, 450000000, 10.

1. "Process" to acknowledge SUS system matches contract

**Step 1 only required for initial award or if award modified

Goal is to ensure system correctly captures contract award or modification

2. "Create ASN" for quantity of items or service provided

Notifies government what you delivered

3. "Create/Send E-Invoice" to match ASN

Sends invoice to DFAS Accounts Payable (A/P) for payment

The screenshot shows the SAP Supplier Self-Service interface. The breadcrumb trail is: Home > Find > Find > Log off. The main header shows: First Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display ASN. The sub-header shows: Display ASN: 3000000043. The main content area has a tabbed interface with 'Create Invoice' selected. The 'Create Invoice' tab has a sub-tab 'Display History' and a 'Create Invoice' button highlighted with a red box. The 'General Information' section shows: Basic Data, Number: 3000000043, Name: W37HES16C0324, Date: 08/02/2016, Status: Sent. The 'Follow-On Documents' section shows: Create Invoice, Create Invoice: 3000000043, and a 'Create Invoice' button highlighted with a red box. The 'Item Overview' section shows a table with columns: Number, CLIN, SLIN, ACRN, Product, Description, Quantity, Purchase Order No., and Purchase Order Item. The table has one row: 10, 0001, AA, AB, Knee Pads, 150 each, 450000000, 10. The 'Partner Information' section shows a table with columns: Partner, Number, Name, Street, House Number, PostCode, City, Telephone, Fax, and E-mail. The table has one row: 259, UNITED STATE, 384 TC TM REAR HD, BLDG 1610 PATCH ROAD, 23604-5000, FORT EVISTIS.

SUS Pilot prepopulates contract information enabling faster payment to vendor

Step 1a. PO Acknowledgment

- Contract number entered in WAWF (*step #7, slide 8*) will auto-direct user to the associated SUS Purchase Order (PO) document.
- PO data is replicated from Army GFEBS (accounting and entitlement system) to SUS for vendor to confirm goods delivered or services performed & create invoice.

Supplier Self-Services Home | Find | Help | FAQ | Log off SAP

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order

Purchase Order: 4700000035

Process Display History Display Document Flow Print Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4700000035

Number: 1000001030

Name: W9124C17C0043

Date: 05/18/2017

Status: New

Follow-On Documents:

1 2 3 4

Purchase Order Response Confirmation Goods Receipt Invoice

1a. Compare SUS PO to PDF of contract award.

If no discrepancies, select “**Process**” to prepare Acknowledgment.

If a discrepancy, call the Contracting Officer listed on the contract award.

NOTE: “**Process**” button appears for a new or changed contract/PO.
Must acknowledge (or reject) prior to creating follow-on documents.

Basic (or header) data shown above comes from awarded contract

Step 1b. PO Acknowledgment

- Review PO CLIN data to make sure amount matches award

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Process Purchase Order

Purchase Order: 4700000035

Send Save Cancel Update Prices Display History Print Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4700000035

Terms of Payment

Payment in Days Discount in %

1b. If any lines show on PO that were fully invoiced in WAWF, see [Slide #39](#) for further instructions on how to first reject those lines by CLIN.

Note: Price and Price Unit fields are now shown for your review.
If all lines are correct, select **“Confirm all items”** to see GREEN CHECKS.

Item Overview

Confirm All Items Reject All Items Reset All Items Expand All Collapse All

Nu...	CLIN	SLIN	A...	Status	Short Text	PO Quantity	Purchase Orde...	Confirme...	Unit of ...	Price	Goods or Ser...	Required on	Confirmed for
1	0001		AA	In Process	Knee Pads	4,000 each	4,000.00USD	4,000	each	1.00	1	05/18/2017	05/18/2017
2	0002		AA	In Process	Elbow Pads	3,000 each	900.00USD	3,000	each	3.00	10	05/18/2017	05/18/2017
3	0003		AA	In Process	Helmet Covers	10,000 each	200.00USD	10,000	each	2.00	100	05/18/2017	05/18/2017
4	0004		AA	In Process	Clean helmets	1,000 Activ. unit	5,000.00USD	1,000	Activ. unit	0.00	1	05/18/2017	05/18/2017
4.1	0004		AA	In Process	Clean helmets	10,000 each	5,000.00USD	10,000	each	0.50	1		
5	0005		AB	In Process	Paint helmets	1,000 Activ. unit	10,000.00USD	1,000	Activ. unit	0.00	1	05/18/2017	05/18/2017
5.1	0005		AB	In Process	Paint helmets	10,000 each	10,000.00USD	10,000	each	1.00	1		
Net Value (Unconfirmed Items)												20,100.00USD	
Net Value (Confirmed Items)												0.00USD	
Net Value (Total of all Items)												20,100.00USD	

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE...							
Ship-To Address	259	Fort Benning	Fort Benning		31905	Columbus			

Step 1c. PO Acknowledgment

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Process Purchase Order

Purchase Order: 4700000035

Send Save Cancel Update Prices Display Print Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4700000035

Number: 100001030

Name: W9124C17C

Date: 05/18/2017

Status: In Process

Follow-On Documents:

1 2 3

Purchase Order Response Confirmation Goods Receipt

Confirm All Items Reject All Items Reset All Items Expand All Collapse All

Nu...	CLIN	SLIN	A...	Status	Short Text	PO Quantity	Purchase Orde...	Confirme...	Unit of ...	Price	Goods or Ser...	Required on	Confirmed for
1	0001	AA	Confirmed	Knee Pads	4,000 each	4,000.00 USD	4,000	each	1.00	1	<input checked="" type="checkbox"/>	05/18/2017	05/18/2017
2	0002	AA	Confirmed	Elbow Pads	3,000 each	900.00 USD	3,000	each	3.00	10	<input type="checkbox"/>	05/18/2017	05/18/2017
3	0003	AA	Confirmed	Helmet Covers	10,000 each	200.00 USD	10,000	each	2.00	100	<input checked="" type="checkbox"/>	05/18/2017	05/18/2017
4	0004	AA	Confirmed	Clean helmets	1,000 Activ.unit	5,000.00 USD	1,000	Activ.unit	0.00	1	<input type="checkbox"/>	05/18/2017	05/18/2017
4.1	0004	AA	Confirmed	Clean helmets	10,000 each	5,000.00 USD	10,000	each	0.50	1	<input type="checkbox"/>	05/18/2017	05/18/2017
5	0005	AB	Confirmed	Paint helmets	1,000 Activ.unit	10,000.00 USD	1,000	Activ.unit	0.00	1	<input type="checkbox"/>	05/18/2017	05/18/2017
5.1	0005	AB	Confirmed	Paint helmets	10,000 each	10,000.00 USD	10,000	each	1.00	1	<input type="checkbox"/>	05/18/2017	05/18/2017

Net Value (Unconfirmed Items) 20,100.00 USD

Net Value (Confirmed Items) 0.00 USD

Net Value (Total of all Items) 20,100.00 USD

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE...							
Ship-To Address	259	Fort Benning	Fort Benning		31905	Columbus			

1c. Review new “**Goods or Services**” Field and update the fields if necessary to appropriately label each CLIN.

For Goods – a delivery date will be required

For Services – a period of performance will be required

Note: The system checks the box it believes to be the most accurate based upon the contract Unit of Measure. CLINS with a Unit of Measure ‘Activity Unit’ must be a **Service**.

Step 1d. PO Acknowledgment

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Process Purchase Order

Purchase Order: 4700000035

Communications and Collaboration

General Information

Basic Data

Purchase Order ID: 4700000035

Number: 1000001030

Name: W9124C17C0043

Date: 05/18/2017

Status:

Terms of Payment

Payment in Days: 30

Discount in %:

Terms of Delivery

Follow-On Documents

1

Purchase Order Response

1d. Verify status updated to "Confirmed", then select "Send" to submit.

Confirm All Items Reject All Items Reset All Items Expand All Collapse All

Nu...	CLIN	SLIN	A...	Status	Short Text	PO Quantity	Purchase Orde...	Confirme...	Unit of ...	Price	Goods or Ser...	Required on	Confirmed for
1	0001	AA		Confirmed	Knee Pads	4,000 each	4,000.00 USD	4,000	each	1.00	1	05/18/2017	05/18/2017
2	0002	AA		Confirmed	Elbow Pads	3,000 each	900.00 USD	3,000	each	3.00	10	05/18/2017	05/18/2017
3	0003	AA		Confirmed	Helmet Covers	10,000 each	200.00 USD	10,000	each	2.00	100	05/18/2017	05/18/2017
4	0004	AA		Confirmed	Clean helmets	1,000 Activ.unit	5,000.00 USD	1,000	Activ.unit	0.00	1	05/18/2017	05/18/2017
4.1	0004	AA		Confirmed	Clean helmets	10,000 each	5,000.00 USD	10,000	each	0.50	1		
5	0005	AB		Confirmed	Paint helmets	1,000 Activ.unit	10,000.00 USD	1,000	Activ.unit	0.00	1	05/18/2017	05/18/2017
5.1	0005	AB		Confirmed	Paint helmets	10,000 each	10,000.00 USD	10,000	each	1.00	1		

Net Value (Unconfirmed Items) 20,100.00 USD

Net Value (Confirmed Items) 0.00 USD

Net Value (Total of all Items) 20,100.00 USD

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE...							
Ship-To Address	259	Fort Benning	Fort Benning		31905	Columbus			

Step 2a. Create ASN for Quantity

Verify message shown at the top of page indicates a successful posting.

NOTE: Yellow warning messages can be ignored.

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order

Info: Your changes have been adopted successfully

Purchase Order: 4700000035

Create ASN | Create Confirmation | Display History | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4700000035

Number: 1000001030

Name: W9124C17C0043

Date: 05/18/2017

Status: Confirmed

Follow-On Documents:

1 2 3 4

Purchase Order Response Confirmation Goods Receipt Invoice

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location

Item Overview


Expand All Collapse All

Num...	CLIN	SLIN	AC...	Status	Short Text	PO Quantity	Purchase Order V...	Confirmed Qu...	Price	Goods or Serv...	Required on	Confirmed ...
1	0001	AA	Confirmed	Knee Pads	4,000 each	4,000.00 USD	4,000 each	1.00	1	<input checked="" type="checkbox"/>	05/18/2017	05/18/2017
2	0002	AA	Confirmed	Elbow Pads	3,000 each	900.00 USD	3,000 each	3.00	10	<input checked="" type="checkbox"/>	05/18/2017	05/18/2017
3	0003	AA	Confirmed	Helmet Covers	10,000 each	200.00 USD	10,000 each	2.00	100	<input checked="" type="checkbox"/>	05/18/2017	05/18/2017
4	0004	AA	Confirmed	Clean helmets	1,000 Activ. unit	5,000.00 USD	1,000 Activ. unit	0.00	0	<input type="checkbox"/>	05/18/2017	05/18/2017
4.1	0004	AA	Confirmed	Clean helmets	10,000 each	5,000.00 USD	10,000 each	0.50	1	<input checked="" type="checkbox"/>		
5	0005	AB	Confirmed	Paint helmets	1,000 Activ. unit	10,000.00 USD	1,000 Activ. unit	0.00	0	<input type="checkbox"/>	05/18/2017	05/18/2017
5.1	0005	AB	Confirmed	Paint helmets	10,000 each	10,000.00 USD	10,000 each	1.00	1	<input checked="" type="checkbox"/>		
Net Value (Unconfirmed Items)											0.00 USD	
Net Value (Confirmed Items)											20,100.00 USD	
Net Value (Total of all Items)											20,100.00 USD	

Partner Information

2a. Next step, select “**Create ASN**” (Advanced Shipping Notification). This action creates document similar to WAWF Receiving Report.

Step 2b. Create ASN for Quantity

Supplier Self-Services Home | Find | Help | FAQ | Log off 

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 3000000900

☒ Goods Delivered to Recipient

General Information

Basic Data

Number: 3000000900

Name: W9124C17C0043

Date: 05/18/2017

Status: Created

Delivery Information

Delivery Date (Expected): 05/18/2017 08:00

Shipping Date: 05/18/2017 08:00

Means of Transport:

Transport ID Code:

Bill of Lading:

Period of Performance from Date Period of Performance to Date

Item Overview

Select All Deselect All Propose Outstanding Quantities


Number	CLIN	SLIN	ACRN	Description	Quantity	Unit of Measure	Goods	Service	Purchase Order...	Purchase Order...		Item Selection
10	0001		AA	Knee Pads	0	each	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4700000035	20	<input type="button" value="Delete"/>	<input type="checkbox"/>
20	0002		AA	Elbow Pads	0	each	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4700000035	30	<input type="button" value="Delete"/>	<input type="checkbox"/>
30	0003		AA	Helmet Covers	0	each	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4700000035	50	<input type="button" value="Delete"/>	<input type="checkbox"/>

2b. Enter the Delivery Information for any Goods CLINS delivered **Delivery Date** required and/or

enter Period of Performance (to and from) dates of any Service CLINS provided using the calendar drop down.

Period of Performance dates will populate automatically in the Bill of Lading field.

Step 2c/d. Create ASN for Quantity

Supplier Self-Services Home | Find | Help | FAQ | Log off 

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 3000000900

General Information

Basic Data		Delivery Information	
Number:	3000000900	Delivery Date (Expected):	05/18/2017 08:00
Name:	W9124C17C0043	Shipping Date:	05/18/2017 08:00
Date:	05/18/2017	Means of Transport:	<input type="button" value="v"/>
Status:	Created	Transport ID Code:	
		Bill of Lading:	

Period of P... to Date

Item Overview

Number	CLIN	SLIN	ACRN	Description	Quantity	Unit of Measure	Goods or Service	Purchase Order...	Purchase Order...	Item Selection
10	0001		AA	Knee Pads	0	each	<input checked="" type="checkbox"/> <input type="checkbox"/>	4700000035	20	<input type="button" value="x"/> <input type="checkbox"/>
20	0002		AA	Elbow Pads	0	each	<input type="checkbox"/> <input checked="" type="checkbox"/>	4700000035	30	<input type="button" value="x"/> <input type="checkbox"/>
30	0003		AA	Helmet Covers	0	each	<input checked="" type="checkbox"/> <input type="checkbox"/>	4700000035	50	<input type="button" value="x"/> <input type="checkbox"/>

Option: If you are unsure of quantity remaining on the CLIN, click the **Item Selection** then “**Propose Outstanding Quantities**” button to default the Open amount.

2c. Enter Quantity delivered.

In “**Quantity**” field, enter the quantity of goods shipped or service(s) performed if awarded as Months, Hours, etc.

2d. Check entries and select “**Goods Delivered to Recipient**” to send the document to acceptor.

NOTE:

- **DO NOT** change the defaulted 300000* Number.
- If you select “SAVE”, document is **NOT** sent to assigned acceptor, but saved in SUS for later submission or cancellation.
- Acceptor will be notified via email the following morning.
- If you are required to send acceptor attachments, you must send an email with attachments directly to acceptor listed on contract.

Step 3a. Create E-Invoice

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order

Info: Your changes have been adopted successfully

Display ASN: 3000000900

Cancel Create Invoice Copy Display Document Flow Print Download

General Information

Basic Data

Number: 3000000900
Name: W9124C17C0043
Date: 05/18/2017
Status: Sent

Delivery Information

Delivery Date (Expected): 05/18/2017 08:00
Shipping Date: 05/18/2017 08:00
Means of Transport:
Transport ID Code:
Bill of Lading: 01APR2017-30APR2017

Period of Performance from Date: 04/01/2017
Period of Performance to Date: 04/30/2017

Item Overview

Number	CLIN	SLIN	ACRN	Product	Description	Quantity	Goods or Service	Purchase Order...	Purchase Order...
10	0001		AA	Knee Pads		500 each	<input checked="" type="checkbox"/>	4700000035	20
						200 each	<input type="checkbox"/>	4700000035	30
						1,000 each	<input checked="" type="checkbox"/>	4700000035	50

Partner Information

Verify message shown at the top of page indicates a successful posting.

NOTE: Yellow warning messages can be ignored.



Service line PoP dates auto-populated

3a. Next step, select "Create Invoice"

****ALERT****

Invoice data is defaulted from the submitted ASN.

DO NOT change Quantity or Net Value on invoice because it must match ASN for payment certification.

If incorrect, select "**Cancel**" before sending invoice, then go back and "**Cancel ASN**".

Create a new ASN for the corrected quantity delivered, then submit a matching invoice.

Step 3b/c. Create E-Invoice

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display ASN > Process Invoice

Process Invoice: 5000000940

Send Save Cancel Update Prices Print Download

Communication and Collaboration

General Information

Basic Data

Number: 5000000940 INV-236742
Name: W9124C17C0043
Date: 05/18/2017
External Reference No.: 4700000035
Status: In Process
Unplanned Delivery Costs: 0.00

Purchasing Vendor 1NEB0 **Invoicing Party** 1NEB0 **Period of Performance from Date** 04/01/2017 **Period of Performance to Date** 04/30/2017

Item Overview

Number	CLIN	SLIN	ACRN	Product...	Description	Quantity	Unit of Mea...	Net Value	Tax	Price / Price Per	External Refe...	Purchase Ord...
10	0001		AA	Material	Knee Pads	500	each	500.00 USD	Tax Exempt	1.00 1 EA	4700000035	20
20	0002		AA	Material	Elbow Pads	200	each	60.00 USD	Tax Exempt	3.00 10 EA	4700000035	30
30	0003		AA	Material	Helmet Covers	1,000	each	20.00 USD	Tax Exempt	2.00 100 EA	4700000035	50

Net Value 580.00 USD
Unplanned Delivery Costs 0.00 USD
Tax 0.00 USD
Gross Price 580.00 USD


Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE...							
Ship-To Address	259	Fort Benning	Fort Benning		31905	Columbus			

3b. A system generated sequential Number is assigned to the invoice.





Optional: You may change the defaulted sequential Number to your internal vendor reference number to help you recognize your payment. The Number will be on the payment addenda record. Number must be unique, so suggest to begin with your 5 digit vendor CAGE code.


Step 3d. Create E-Invoice


Supplier Self-Services Home | Find | Help | FAQ | Log off 

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display ASN > Process Invoice

Process Invoice: 5000000940

 Send  Save  Cancel | Update Prices |  Print | Download

 Communication and Collaboration

 General Information

Basic Data

Number: INV-23
Name: W9124
Date: 05/18/2
External Reference No.: 470000
Status: In Proc

Unplanned Delivery Costs: 0.00 USD

Purchasing Vendor 1NEB0 **Invoicing Party** 1NEB0 **Period of Performance from Date** 04/01/2017 **Period of Performance to Date** 04/30/2017

Number	CLIN	SLIN	ACRN	Product...	Description	Quantity	Unit of Mea...	Net Value	Tax	Price / Price Per	External Refe...	Purchase Ord...
10	0001		AA	Material	Knee Pads	500	each	500.00 USD	Tax Exemj	1.00 1 EA	4700000035	20
20	0002		AA	Material	Elbow Pads	200	each	60.00 USD	Tax Exemj	3.00 10 EA	4700000035	30
30	0003		AA	Material	Helmet Covers	1,000	each	20.00 USD	Tax Exemj	2.00 100 EA	4700000035	50

Net Value 580.00 USD
Unplanned Delivery Costs 0.00 USD
Tax 0.00 USD
Gross Price 580.00 USD

3d. After verifying expected Gross Price, select **"Send"** to send the document to DFAS A/P.

NOTE: "SAVE", does **NOT** submit to DFAS for payment, but saves in SUS for later submission or cancellation.

NOTE:

DO NOT change Quantity or Net Value on invoice since it must match ASN for payment certification.
DO NOT enter "Unplanned Delivery Costs" - delivery costs must have a separate funded CLIN.
Scroll down to enter payment terms for discounts offered if included on awarded contract.

If Quantity or Net Value is incorrect, **"Cancel"** and do not send invoice.

Go back to **"Cancel ASN"** and notify Acceptor to reject.

Must **"Create ASN"** again for the corrected quantity delivered, then submit a matching invoice.

Step 3e. Create E-Invoice

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > D

Info: Your changes have been adopted successfully

Display Invoice: 5000000940

Set Status | Copy | Create Credit Memo | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

Number: INV-236742
Name: W9124C17C0043
Date: 05/18/2017
External Reference No.: 4700000035
Status: Document Sent
Status (New): Document Sent
Unplanned Delivery Costs: 0.00 USD

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

3e. SUS notification to Acceptor and invoice submission now complete.

Verify message shown at the top of page indicates a successful posting.

NOTE: Yellow warning messages can be ignored.

NOTE:

Status = **"Accepted by Customer"** means successfully sent to GFEBS.

Email acceptor with any required attachments.

Nightly background job notifies acceptor to accept submitted ASN.

Acceptor should post acceptance (or rejection) within 7 days per the DFARS.

Notification of acceptance should be received via WAWF email and shown in **"Display Document Flow"** (see examples – [Slide # 36](#) and [37](#)).



Verify Documents Posted

Check Payment Status

Printing & Saving SUS Documents


Create Credit Memo to Cancel Invoice

Verify Documents Posted


Supplier Self-Services [Home](#) | [Find](#) | [Help](#) | [FAQ](#) | [Log off](#)

[Find Supplier](#) > [List of Suppliers](#) > [Start Page](#)


Purchase Order [Advanced Search](#)




All Purchase Orders
New (0)
In Process (0)
Confirmed




All Sched. Agreemt Releases
New (0)
In Process (0)




All ASNs
Create



All Confirmations
Accepted
Partially Accepted
Rejected



All Goods Receipts
All Canceled Goods Receipts
All Return Deliveries



All Invoices and Credit Memos
Accepted
Rejected
Create

Select **"Home"**

Select **"All Invoices and Credit Memos"** to view listing of documents and status

Select **"All Purchase Orders"** to view listing of PO documents

Display Document Flow

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation > Display Invoice

Info: Your changes have been adopted successfully

Display Invoice: 5000000931

Set Status | Copy | Create Credit Memo | **Display Document Flow** | Print | Download

Communication and Collaboration

General Information

Basic Data

Number: 5000000931
 Name: W37HES16D04112016
 Date: 08/02/2016
 External Reference No.: 4550000437
 Status: Document Sent
 Status (New): Accepted by Customer
 Unplanned Delivery Costs: 0.00 USD

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Purchasing Vendor	Invoicing Party	Period of Performance from Date	Period of Performance to Date
SUSQ0411	SUSQ0411	04/01/2017	04/30/2017

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000000971	W37HES16D04112016	04/11/2016	Confirmed	1,516.65 USD
Shipping Notif.	3000000731	W37HES16D04112016	04/11/2016	Sent	0.00
Invoice	5000000791	W37HES16D04112016	04/11/2016	Document Sent	1.11 USD
Confirmation	4000002171	W37HES16D04112016	04/11/2016	Accepted by Customer	3.00 USD
Invoice	5000000792	W37HES16D04112016	04/11/2016	Document Sent	3.00 USD
Goods Receipt	4000002172	W37HES16D04112016	04/11/2016	New	1.11 USD
Shipping Notif.	3000000942	W37HES16D04112016	08/02/2016	Sent	0.00
	5000000931	W37HES16D04112016	08/02/2016	Document Sent	1.11 USD

NOTES:

Lists all documents posted against the PO.

If document status "**In Process**", document is **NOT** sent, but saved in SUS for later submission or cancellation.

If no documents are shown, ensure "army.mil" is added to Internet Explorer > Compatibility View Settings.

To refresh, select Home > Display All Purchase Orders, select PO and "**Display Document Flow**".

SUS “Check Payment Status”

Select Invoice from listing to Display Invoice.
Scroll down and select “**Check Payment Status**” for real-time status.

Terms of Payment

Date	Invoiced Amount	Paid Amount	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
Payment may not yet have been made								
Check Payment Status								

Invoice will show “**Submitted**” with GFEBS document number in the “ECC FI Document” field

Payment Status

Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
03/05/2012	2,485.95 USD	2,485.95 USD	Open	5105601751	Submitted				

Check Payment Status

After certified for payment and disbursed, SUS “Invoice Pymt Status” field will show “**PAID**” with date and EFT payment reference/TRACE number

Terms of Payment

Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
03/05/2012	2,485.95 USD	2,485.95 USD	Paid	5105601751	PAID	03/05/2012	08881234		

Check Payment Status

Printing or Saving SUS Documents (Optional)

Select **“Print”** to view/save a PDF of your shipping document or invoice

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow > Display ASN

Display ASN: 3000000942

Create Invoice | Copy | Display Document Flow | **Print** | Download

General Information

Basic Data		Delivery Information	
Number:	3000000942	Delivery Date (Expected):	08/02/2016 08:00
Name:	W37HES16D04112016	Shipping Date:	08/02/2016 08:00
Date:	08/02/2016	Means of Transport:	
Status:	Sent	Transport ID Code:	
		Bill of Lading:	

Item Overview

Number	CLIN	SLIN	ACRN	Product	Description	Quantity	Purchase Order No.	Purchase Order Item
10	0001	AB	AA		160411 SUS Item	4 each	4550000437	10

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	8 PO BN B CO ABN P...	BLDG J 2050 COOK ST		28310-5000	FT BRAGG			

Do you want to open or save **susdoc.zip** (1.99 KB) from **sapqr4ci.gfebs.altess.army.mil**?

Open Save **▼** Cancel ×

susdoc

Microsoft Windows - Temporary Internet Files - Content.IE5 - TVAKNSIO - susdoc

Organize Extract all files

Name	Type	Compressed size	Password p...	Size
ASN_3000000942	Adobe Acrobat Document	4 KB	No	9 KB



Supplier Inc.
5555 Kingstowne Village Parkway
ALEXANDRIA VA 12345
USA

Shipping notification

Information

Description: W37HES16D04112016
Shipping notification number: 3000000942
Date: 08/02/2016
Contact person: Supplier Inc.
Telephone: 123-123-5678
Fax:
E-mail: supplier@mail.mil

Ship-to address

UNITED STATE
0000000259
USA

Delivery information

Bill of lading	Means of transport	Transport ID
Delivery date	Delivery time	Shipping date
08/02/2016	08:00:00	08/02/2016

Shipping notification details

Item	Product number	Description	Product type	Revision level	Quantity	Unit
	Order number/item	Supplier product no.				
10	160411	SUS Item	Material		4	EA
	4550000437/0000000010					

Example of PDF ASN

Creating a Credit Memo to Cancel Invoice

Display Invoice and select **Create Credit Memo** to cancel an invoice

Display Invoice: 5000000932

Set Status | Copy | **Create Credit Memo** | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

Number:	5000000932
Name:	W37HES16C0324
Date:	08/02/2016
External Reference No.:	4550000600
Status:	Document Sent
Status (New):	Accepted by Customer
Unplanned Delivery Costs:	0.00 USD

Purchasing Vendor	Invoicing Party
SUSQ0407	SUSVENFH1

Sequential Number will default.
Change to original invoice number + "CM"
e.g., 5000000932-CM, 1A234-1000-CM, etc.

Select **Send** to send Credit Memo to DFAS A/P to clear against the invoice

SUS Support Contact Information

For Technical SUS help, contact the GFEBS Helpdesk:
army.gfebs.helpdesk@mail.mil or 866-757-9771

SUS Pilot Support team:
usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil



WAWF Vendor History Folder & Notification

WAWF Vendor History Folder

WAWF vendor folder is updated hourly

Will show Invoice status “**Processed**” meaning posted in Accounting & Entitlement system

Will show Receiving Report status as “**Submitted**”

Wide Area Workflow 5.2

User Vendor Documentation Lookup Logout

Vendor Documents from Active Folder for 'XXXX' (2 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack/Transportation	Invoice Number	Submitted	Received	Status
1	GFEBSP2P	Invoice	XXXX	XXXXXXXX			XXXXXXXXXX2											5000000100		2012-03-06	Processed
2	GFEBSP2P	Receiving Report	XXXX	XXXXXXXX			XXXXXXXXXX2		4000000233	2012-03-06			Submitted								

WAWF Receiving Report status updated “**Accepted**” when Acceptor posts in GFEBS

Wide Area Workflow 5.2

User Vendor Documentation Lookup Logout

Vendor Documents from Active Folder for 'XXXX' (1 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	GFEBSP2P	Receiving Report	XXXX	XXXXXXXX			XXXXXXXXXX		4000000233	2012-03-06		2012-03-06	Accepted

Within approximately 1 hour, should receive E-Mail from WAWF providing Confirmation #

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]
Sent: Tuesday, March 06, 2012 12:59 PM
To:
Subject: XXXXXXXXXXXX\XXXXRR\4000000233\GFEBSP2P\Accepted

Action System: GFEBSP2P

Document Type: Receiving Report

Acceptance Date: 2012-03-06T00:00:00.000 0000

Processed Date:

Contract Number: XXXXXXXXXXXX

Delivery Order:

Vendor CAGE\Ext: XXXXX

Shipment Number: 4000000233

Shipment Date:

Invoice Number:

Invoice Date:

Has been Accepted on . Status is Accepted.

Thank you for your prompt attention.

Access the site at <https://python.nit.disa.mil>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

E-Mail from WAWF to vendor showing Invoice Posted in WAWF History

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]

Sent: Tuesday, March 06, 2012 3:21 PM

To:

Subject: ~~XXXXXXXXXX~~ ~~XXXXXX~~ CI\5000000100\GFEBSP2P\Processed

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Contract Number: ~~XXXXXXXXXX~~

Delivery Order:

Vendor CAGE\Ext: ~~XXXXXX~~

Shipment Number:

Shipment Date:

Invoice Number: CAGE-123456

Invoice Date: 2012-03-06

Has been Processed on . Status is Processed.

Meaning posted in the Accounting & Entitlement system

Thank you for your prompt attention.

Access the site at <https://python.nit.disa.mil>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Step 1b.Reject Lines Fully Invoiced in WAWF

Find Supplier > List of Suppliers > Start Page > List of Suppliers

Purchase Order: 4550000600

NOTE: If any lines shown on SUS PO were fully invoiced in WAWF, must first:

- select **"Reject"** (RED X) in Item Overview section below for each closed CLIN
- Click **"Send"**
- Then continue with steps to acknowledge/confirm all items shown on [slide #17](#).

General Information

Basic Data

Purchase Order ID: 4550000600

Number: 1000001190

Name: W37HES16C0324

Date: 08/01/2016

Status: In Process

Follow-On Documents:

1 2 3 4

Purchase Order Response Shipping Notif. Goods Receipt Invoice

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location

Red X to "Reject"

Item Overview

Number	CLIN	SLIN	ACRN			Status	Product	Short Text	PO Quantity	Purchase Order...	Confirmed Qua...	Unit of Measure	Required on	Confirmed for
10	0001	AA	AB	✓	✗	In Process		Knee Pads	4,000 each	4,000.00 USD	4,000	each	09/19/2016	09/19/2016
20	0002	AB	AB	✓	✗	In Process		Elbow Pads	3,000 each	1,500.00 USD	3,000	each	09/19/2016	09/19/2016
30	0003	AC	AB	✓	✗	In Process		Helmet Covers	1,000 each	2,000.00 USD	1,000	each	09/19/2016	09/19/2016

Net Value (Unconfirmed Items) 7,500.00 USD
 Net Value (Confirmed Items) 0.00 USD
 Net Value (Total of all Items) 7,500.00 USD

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH ROAD		23604-5000	FORT EUSTIS			